

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
December 27, 2012**

IM 5155

TO: County Social Service Directors
Economic Assistance Policy Regional Representatives
Economic Assistance Policy Quality Control Reviewers

FROM: Carol Cartledge, Director, Economic Assistance Policy

SUBJECT: Turtle Mountain Tribal NEW Program Referrals

PROGRAMS:

EFFECTIVE: January 1, 2013

RETENTION: Until Manualized

SECTIONS

AFFECTED: 400-19-80-15 – Referrals to Tribal NEW Programs
400-19-165-165 – Tribal NEW Memorandum of Understanding

The Turtle Mountain Band of Chippewa (TMBC) Tribal NEW Program has requested a change in the referral criteria for Native American TANF caretakers residing in Rolette County. Based on this request, effective January 1, 2013 all Native American TANF caretakers who are under age 25, will be referred to State JOBS. Individuals age 25 or older who have not completed high school or a General Educational Development (GED) and wish to pursue completion of a high school diploma or GED will continue to be referred to Turtle Mountain Band of Chippewa (TMBC) Tribal NEW program.

For **new applications**, begin referring individuals who meet this criteria to State JOBS as of January 1, 2013.

For **ongoing cases**, individuals who are currently referred to the Turtle Mountain Band of Chippewa (TMBC) Tribal NEW program and who need to be transferred to State JOBS will be transferred in two phases:

- All individuals under age 20 will be referred to State JOBS as early as possible in January 2013. Send a JOBS Status Change to Tribal NEW informing them of the transfer, and create and send a JOBS Referral to the appropriate State JOBS Contractor.

- All individuals age 20 to 25 will be referred to State JOBS as early as possible in February 2013. Send a JOBS Status Change to Tribal NEW informing them of the transfer, and create and send a JOBS Referral to the appropriate State JOBS Contractor.

Note: Based on TANF Policy at 400-19-80-25, Transferring Individuals from Tribal NEW to State JOBS, it is imperative that the change in the JOBS Type field on the JOBS window from 'Tribal' to 'State' be made in the **future** benefit month and **not** the benefit month equal to the current calendar month. This allows the JOBS Employment Contractor additional time to assist the 'State' JOBS participant in meeting the required number of hours in approved work activities by the actual start date of the identified 'State' JOBS month for federal reporting purposes.

Since the change applies to those individuals who reside in Rolette County, a report has been developed and sent to Rolette County.

Section 400-19-80-15, Referrals to Tribal NEW Programs, #4 will be updated as indicated below, with the next TANF manual letter.

Referrals to Tribal NEW Programs 400-19-80-15

4. Turtle Mountain Band of Chippewa (TMBC) Tribal NEW program will provide services to Native American TANF recipients from the TMCB as follows:
 - a. Native American TANF recipients who are attending or planning to attend either post-secondary or vocational education, regardless of where they are attending school in the State;
 - b. Native American TANF recipients residing within Rolette County, **who are age 25 or older and** who express an interest in pursuing a high school diploma or GED;
 - c. Native American TANF children over age 16 residing within Rolette County who are a dependent of a Tribal NEW participant and who have dropped out of school;
 - d. Native American TANF clients residing within Rolette County who are attending post-secondary or vocational education.

Section 400-19-165-165, Tribal NEW Memorandum of Understanding link has been updated to display the new Tribal MOU.

If you have questions, please contact your Regional Representative.